



STATE OF WASHINGTON
DEPARTMENT OF LICENSING

**BOARD FOR ARCHITECTS
MEETING MINUTES
REGULAR BOARD MEETING**

DATE: November 7, 2014

TIME: 9:00 AM

LOCATION: Washington State University
Carpenter Room 521
Pullman, WA 99164

BOARD MEMBERS PRESENT: Rick Benner, Chair
Roch Manley, Vice Chair
Scott Harm, Secretary
Colin Jones, Member
Blaine Weber, Member
Linda Szymarek, Public Member

STAFF PRESENT: Rick Storvick, Assistant Executive Director
Autumn Dryden, Administrative Assistant

OTHERS PRESENT: Faculty and students of Washington State University

ABSENT: Neitha Wilkey, Member

1. Call to Order 9:17 AM

1.1. Introductions

Board members and staff introduced themselves.

1.2. Order of agenda

The agenda was amended as follows:

- Item 5.1.4, case 2014-05-0401-00ARC (Harm), was added to the agenda.

Mr. Jones made a MOTION to approve the agenda as amended. Mr. Manley seconded the MOTION and it passed.

1.3. Approval of minutes: September 19, 2014

Mr. Manley made a MOTION to approve the minutes as presented. Ms. Szymarek seconded the MOTION and it passed.

1.4. Review communications

No business.

2. Public Comment Opportunity

2.1. Meeting with students at 1 pm

The board and staff met with faculty and students from the architecture program. Board members answered questions on the board's role in regulating the profession and the licensing application process, and discussed proposed changes by the National Council of Architectural Registration Boards (NCARB).

3. New Business

3.1. 2015 meeting schedule – bring your calendars

Board meetings were scheduled for the following dates and locations:

January 23, 2015	TBD, Olympia
April 24, 2015	University of Washington, Seattle or Olympia
July 17, 2015	TBD, Olympia
October 15, 2015	Washington State University, Pullman

Representatives from the National Council of Architectural Registration Boards (NCARB) will attend the January 23 meeting.

Action Item: Mr. Storvick will coordinate NCARB's attendance at the January board meeting.

Action Item: Ms. Dryden and Mr. Jones will work with the University of Washington to either schedule a board meeting on campus or have a board member attend a professional practice class to meet with students.

3.2. NCARB's data sharing initiative

The board reviewed a request by NCARB to participate in their Data Sharing Program, which asks states to share licensing data with NCARB. NCARB's intent is to use the raw data to look at trends regarding the time to licensure, time to complete IDP and ARE, etc. If the board supports participation in the program, board staff will look at what specific data are requested and review the details with the boards advising assistant attorney general.

Mr. Weber made a MOTION to participate in the program with the condition to have the board's advising assistant attorney general review the initiative for potential privacy issues before entering an agreement with NCARB. Mr. Jones seconded the MOTION and it passed.

- 3.3. NCARB Member Board Chair/Member Board Executive meeting report
Mr. Benner and Mr. Storvick reported on the NCARB Member Board Chair/Member Board Executive meeting held October 31-November 1 in Indianapolis, IN. Meeting attendees discussed upcoming changes to NCARB, including overhauling and streamlining the Intern Development Program (IDP). NCARB plans to implement the reduction in the number of elective hours required for licensure in June 2015. Meeting attendees requested a slower implementation to allow states to make changes necessary to participate in the program. Currently 17 out of 54 jurisdictions would be ready by June 2015. The Washington board had concerns with how to implement the changes in Washington and will research the issue further.

Action Item: Staff will review the NCARB IDP proposals to determine how it would impact the Washington application process.

Action Item: Staff will survey IDP supervisors in Washington about IDP and elective hours.

- 3.4. NCARB 2016 meeting planning
The NCARB Annual Meeting will be held in Seattle in 2016. The board created a subcommittee (Mr. Harm, Mr. Manley, and Ms. Szymarek) to work with NCARB on meeting planning.

4. Old Business

- 4.1. Review master action items list

The board reviewed and discussed the master action items list.

- 4.2. Mandatory Construction management

Mr. Weber shared concerns over architects being removed from a project once plans are completed. The architect of record is responsible for a project through construction even if he/she is not allowed to participate. Washington state law does not include anything specifically about mandatory construction management.

Action Item: Staff will research other states' requirements regarding construction management.

Action Item: Staff will consider taking the issue of mandatory construction management to the Department of Licensing for legislation.

5. Complaint Cases for Review*

- 5.1. Case Manager Recommendations

- 5.1.1. 2013-09-0400-00ARC (Benner)

Mr. Benner recommended the case be closed with no further action because there was no violation of law or rule. Mr. Weber made a

MOTION to accept the case manager's recommendation. Mr. Jones seconded the MOTION and it passed.

5.1.2. 2012-12-0401-00ARC (Jones)

Mr. Jones recommended the case be closed with no further action because there was no violation of law or rule. Mr. Manley made a MOTION to accept the case manager's recommendation. Mr. Weber seconded the MOTION and it passed.

5.1.3. 2014-07-0401-00ARC (Benner)

Mr. Benner recommended the case be closed with no further action because the respondent complied. Mr. Harm made a MOTION to accept the case manager's recommendation. Mr. Jones seconded the MOTION and it passed.

5.1.4. 2014-05-0401-00ARC (Harm)

Mr. Harm recommended the case be closed with no further action because the respondent complied. Mr. Jones made a MOTION to accept the case manager's recommendation. Mr. Manley seconded the MOTION and it passed.

6. Legal Issues for Deliberation*

- 6.1. Orders to be presented
No business.

7. Disciplinary & Investigation Items

- 7.1. Closed session deliberation report
No business.
- 7.2. Current cases disciplinary report
Packet item; no action.
- 7.3. Administrative closure report
No business.

8. Assistant Attorney General's report

No business.

9. Committee/Task Force Reports

9.1. Building officials website subcommittee

Mr. Weber requested discussion at an upcoming meeting about the overlap in scope of practice between engineers and architects. He requested having an additional board member to assist him on a difficult case he's reviewing.

Action Item: Staff will consider the pros and cons of appointing a second board member to act as case manager with Mr. Weber.

10. Board Executive's Report

10.1. Program Operations

10.1.1. Legislative Update

No business.

10.1.2. Financial Report

The board reviewed the financial report and discussed the current partial fee suspension. Board members requested lowering the initial application fee in addition to the renewal fee.

Action Item: Staff will continue to monitor the board's financial status and propose partial fee suspensions as necessary.

10.1.3. Licensing and application statistics

Standard report; no action.

10.2. Department of Licensing

Mr. Storvick distributed a draft copy of a memo to the Department of Licensing director requesting a meeting to discuss out of state travel attendance. Storvick captured the edits by board members.

10.3. Other Items

No business.

11. Other Business

11.1. Action items from this meeting

Action items were reviewed and will be added to the master action items list.

11.2. Agenda items for next meeting

- Construction management
- Overlap in scope of practice between architects and engineers

11.3. Any other business

Mr. Weber distributed a copy of the NCARB *Model Handbook for Building Officials on Architecture and Engineering Registration Laws* and suggested reviewing the handbook for information to include on the *Guidelines for building officials and design professionals* website.

Mr. Jones indicated this information was considered during the drafting of the current web based guidelines and information was incorporated as appropriate.

12. Adjournment 12:21 PM

Submitted by:

Rick Storvick
Assistant Executive Director

Date

Approved by:

Rick Benner
Chair

Date